





Event	Teacher action	
	Foreseeable risks	Duty of care preparation/precaution
Class visit to zoo or Class picnic in local park		
School trip to movies		
Child brings pet (dog, cat, snake, lizard,) to show class(
It is lunchtime and the New Playground equipment has just been installed		
Specialist teacher (PE) finishes lessons and Year 2 class teacher hasn't turned up to collect class. It is PE teachers RFF and she has organised to meet a parent. She tells class to return to classroom and watches them walk to the door to school.		
At morning tea child realises that he has left lunch at home and wants to return and get it. Mum and Dad are at work.		

Developing Professional Relationships with Students

~ "Do's and Don't's" ~

	Student management and care	
<ul style="list-style-type: none">▪ DO use non-confrontational behaviour management and language to maintain rapport▪ DO seek support from colleagues and your supervisors if issues emerge with a student▪ DO develop and use individual behaviour management plans as appropriate▪ DO practise and discuss risk assessment and risk management strategies with colleagues▪ DO have strategies for managing non-compliance▪ DO develop an awareness of students health issues and medical needs and the strategies for managing these▪ DO attend to students who are injured and/or obtain appropriate support▪ DO take steps to address bullying of students by other students▪ DO have an awareness of the indicators of abuse and neglect and report concerns appropriately	<ul style="list-style-type: none">▪ DON'T use confrontational behaviour management styles, or threatening comments or gestures▪ DON'T leave a student inadequately supervised▪ DON'T inappropriately isolate a student, eg. lock in a cupboard, room or other confined space▪ DON'T allow a negative attitude to develop towards a particular student ~ seek advice▪ DON'T block students from entering or leaving a classroom unless there is a reasonable concern for their safety or that of others▪ DON'T bully, harass or publicly denigrate a student in order to ensure compliance▪ DON'T fail to attend to and/or seek assistance for a student who is injured	
	Physical contact with students	
<ul style="list-style-type: none">▪ DO use approved procedures for managing difficult behaviour and consult with the principal if you have ongoing concerns or difficulties with a particular student or group of students▪ DO use non-physical intervention strategies to de-escalate situations▪ DO promptly document and report incidents of physical restraint/ physical contact▪ DO provide medical attention in accordance with school /CSO first aid and medication policies▪ It is OK to use non-intrusive touch to congratulate a student eg. shake hands, pat on the back etc.▪ It is OK to use a non-intrusive, age appropriate gesture to comfort a student▪ It is OK to touch students to attract their attention if the touch is gentle and non-intrusive	<ul style="list-style-type: none">▪ DON'T use physical force to impose compliance▪ DON'T confiscate articles by grabbing or pulling them from a student▪ DON'T throw articles at a student in anger or frustration▪ DON'T use an intimidating, confrontational, or over-bearing physical stance▪ DON'T use physical restraint or interactions unless reasonable for protection of self or other, e.g. no punching, kicking, holding by the head, hair or neck area, slapping, grabbing, shoving, shaking, pulling, hitting, or poking etc▪ DON'T use physical touch to demonstrate an action without warning or being given permission▪ DON'T unnecessary or unwarranted displays of physical affection towards students	



Communication with students



- **DO** treat students at all times with sensitivity, fairness and respect
- **DO** listen and respond appropriately to students concerns
- **DO** use appropriate and affirming language and gestures with students
- **DO** use electronic media as per the CSO / school policies
- **DO** report any concerns to your principal or supervisor or seek further advice as relevant
- **DO** discuss any contact or disclosures initiated by a student not in the course of your duties with your principal

- **DON'T** make inappropriate comments about a student's appearance
- **DON'T** use derogatory, sarcastic or belittling language or comments eg. name calling
- **DON'T** use inappropriate humour or sexual innuendo
- **DON'T** have conversations of a sexual nature or condone sexual jokes or gestures by others
- **DON'T** make threatening comments to students or otherwise intimidate them
- **DON'T** discuss your own, other colleagues or students' personal information or life-style issues with students
- **DON'T** engage in personal correspondence, eg. by letter, email, phone, SMS text, MySpace, other chat room etc.
- **DON'T** make discriminatory comments



Maintaining Professional Boundaries



- **DO** be pastoral, but within your role and ensure that all your actions are open and transparent
- **DO** refer students as appropriate to their needs, eg. to the school counsellor
- **DO** demonstrate professional relationships with students that cannot be misinterpreted as overly personal, intimate or inequitable
- **DO** seek advice of the principal if 'grey' areas or ethical issues arise
- **DO** follow procedures re. reporting 'risk of harm' or concerns of inappropriate conduct by staff to the principal
- **DO** be sensitive regarding being alone with a student, eg. leave the door open
- **DO** ensure that full risk assessment has been conducted re. any excursions
- **DO** be sensitive in situations such as supervision of changing rooms

DO act in accordance with policies or school expectations

- **DON'T** engage in a sexual relationship with any student nor inappropriately pursue relationships with former students
- **DON'T** engage in 'grooming behaviours' of any kind
- **DON'T** facilitate student access to pornographic materials
- **DON'T** provide drugs or alcohol to students
- **DON'T** give personal gifts or provide special favours to individual students including spending 'special time'
- **DON'T** engage in private tuition of students from your own school or forget to discuss any proposed private tuition of other students with your principal (as per any other form of proposed secondary employment)
- **DON'T** invite a student to your home or visit their home except in an emergency or as discussed with your principal
- **DON'T** drive a student unaccompanied without prior approval or without contacting parent /principal except in emergency situations

DON'T have social contact with a student outside of normal duties unless discussed beforehand with principal and parental permission obtained.